



APPLICATION FOR REGISTRATION



Republic of the Philippines
AURORA PACIFIC ECONOMIC AND FREEPORT ZONE (Aurora Ecozone)
 Aurora Pacific Economic Zone and Freeport Authority (APECO)

Instructions: This application together with the required supporting documents must be submitted in three (3) sets to APECO Records Management Division. The Project study format may be modified to include additional relevant information.
Please indicate "NA" if not applicable and attach additional sheets as annexes if necessary

Please check the type of Application:

Direct Lease
 Sub-Lease
 Canteen Concessionaire

COMPANY PROFILE

Name and Address of Applicant Firm:	Name & Position of Authorized Representative/s or Name Address of Company (if other than applicant) to exclusively operate project at Aurora Ecozone:
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Tel No.	Fax No.	E-mail address	Tel No.	Fax No.	E-mail address
		Website			

Nature of Business Entity (Please Check Appropriate Box)

Division of Existing Corporation <input type="checkbox"/> Division of New Corporation as one of its Business <input type="checkbox"/> New Corporation as its Sole Business <input type="checkbox"/> Proposed Corporation <input type="checkbox"/>	Partnership <input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Others Please Specify <input type="checkbox"/>
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SEC Registration/Articles of Incorporation

Year Registered	SEC Registration No.	Primary Purpose (per Articles of Incorporation/Partnership)
Authorized Capitalization:	Subscribed Capital	
	Paid-Up Capital	

Equity or Ownership (Use separate sheet if necessary)

Stockholders/Partners/Proprietor	Nationality	Amount Subscribed (₱)	Amount Paid (₱)

Key Personnel / Officials

Name	Position	Nationality

Current Business Activities/Product Lines /Services and Current Market Coverage: (attach separate sheet if necessary)

Direct Lease or Sub-lease Area being applied for:						
APECO or State the name of the Sub-lessor for Sub-lease	Space Requirements				Address	
	Open Space (sq.m.) and proposed lease rate		Structure/ Floor Area (sq.m.) and proposed lease rate			
PROJECT DATA DESCRIPTION FOR THE BUSINESS ACTIVITY IN AURORA ECOZONE						
General Project Description (Specify business activity to be undertaken including facilities to be setup, concept of business operation, product lines/services, target market & indication whether new, expansion or transfer of operations, stating reasons for transfer)						
Timetable of the Project						
Activity	Number of days					
1. Building construction/renovation						
Submission of site development plan			From signing of the Lease Agreement			
Submission of construction plan			From approval of site Development Plan			
Construction period			From approval of construction plan			
2. Importation of machinery/equipment						
3. Installation of machinery/equipment						
4. Hiring/Training of Personnel						
5. Start of Operations			From issuance of Occupancy Permit			
Manpower Requirements (Required field - Information critical for processing of evaluation)						
Particulars	1st year		3rd year		5th year	
	Local	Foreign	Local	Foreign	Local	Foreign
During Construction (Cumulative)						
During Operation:						
Regular (Cumulative Totals)						
Contractual (Cumulative Totals)						
Total Employment during Operation						
Committed Investment / Project Cost (Required field- Information critical for processing of evaluation)						
Particulars	Cost (Cumulative)					
	1st Year		3rd Year		5th year	
Land Improvements						
Buildings						
Plant Machinery & Equipment						
Communication and Electronic Equipment						
Transportation Equipment						
Office Equipment						
Furniture and Fixtures						
Other assets						
TOTAL INVESTMENT / PROJECT COST						
Add: Working Capital						
TOTAL						

CHECKLIST OF REQUIRED SUPPORTING DOCUMENTS AS INTEGRAL PART OF APPLICATION

- Letter of Intent;
 - Notarized and Completely Filled-Out Aurora Ecozone Application for Registration Form (APECO-BRF-01) with Annex-A and Annex-B (if applicable);
 - Certified true copy of Business Registration (Securities and Exchange Commission Papers, License to transact Business in the Philippines, DTI Registration);
 - Proof of Financial Capability (any or all of the following):
 - Latest Audited financial Statements of applicant firm (or parent/management company if applicable);
 - Verifiable Bank Certification of deposits or approved loan or credit line; if equity financing is less than total project cost;
 - Resume and photocopies of passports of key Officers;
 - Board Resolution authorizing the Lease or Sub-Lease Agreement and Signatory thereof (disregard if Sub-Lessee is a Single Proprietorship);
 - Proposed site conceptual plan and location map (with perspective drawings);
 - Endorsement Letter (signed by the Sub-Lessor) for Sublease Transactions Only;
 - Written Acceptance to the General Conditions and Annexes/Appendix which are provisions of the Lease Agreement for Direct Lease only
- Note: Aurora Ecozone reserves the absolute right to require other documents that it may deem necessary to complete its evaluation of the application of the prospective locator.**

APPLICANT'S ADDITIONAL UNDERTAKINGS

I, _____, of legal age, _____ of _____ (the "company", herein), with postal address at _____ after having been duly sworn to in accordance with law hereby, depose, represent, certify and warrant that in addition to above performance commitments, the applicant also commits to undertake the ff.:

1. To contribute to the achievement of the goals of transforming the Aurora Pacific Economic & Freeport Zone (Aurora Ecozone) into a modern metropolis that is world-class in its facilities but environmentally sound for its residents and workers and to the development of the national economy in general.
2. To support the promotion of Aurora Ecozone as an investment and tourist destination;
3. To comply with all the rules and regulations on importation/exportation and all other existing laws, rules, and ordinances issued by the Government;
4. To establish a separate entity that will exclusively engage in the proposed business activities at the Aurora Ecozone, if the proponent has been the privilege to entitlement of tax incentives pursuant to RA 9490, as amended by RA 10083;
5. To submit such periodic reports and other information on its activities in the Aurora Ecozone as may be required by APECO.
6. To hire, as much as practicable, employees and workers from peripheral areas of the Aurora Ecozone through the Placement Section of the Marketing Department of APECO, and to abide by existing labor policies, rules and regulations pursuant to the Labor Code of the Philippines;
7. To adhere to zoning regulations, building and environmental standards prescribed by the authorities concerned;
8. To engage in good faith in creating a market for its products abroad;
9. Installed/undertakes to install an accounting system adequate to identify the investments, revenues, costs and profits or losses of the project covered by this application separately from the aggregate investments, revenues, costs and profits or losses of the other business activities of the applicant not registered with APECO;
10. Use domestic raw materials and supplies in preference to imported goods whenever these are available at comparable quality and price;
11. To submit pertinent documents and other information that APECO will require;
12. Has not, pursuant to the provisions of Section 3 and Section 14 of Republic Act No. 3019 [Anti-Graft Act], given or promised to give and will not give any gift to any officer or employee of the APECO in connection with filing and processing of this application;
13. That based on the records of the applicant, no Board Member or Officer of APECO has an investment or other financial interest, direct or indirect, in the Applicant;
14. The applicant's Board of Directors has authorized the release of the portion of its project study entitled "Brief Description of the Project" to the public;
15. Based on the records of the applicant, no Board member or department Director of APECO has an investment or any other financial interest, direct or indirect, in the applicant's enterprise;
16. APECO Citizen's Charter on standard processing time for the lease/sub-lease agreement may only be applicable if the complete requirements have been submitted and contents of said documents have been verified by our departments;
17. The submission of the required documents will not guarantee of any property which shall be subject of the negotiations and APECO will continue to entertain other proponents for the area;
18. There exists no dummy relationship between the stockholders or Directors of the applicant and any foreigner, and
19. To comply with the terms and conditions of the lease agreement with APECO.

Done in the city/province of _____ this _____ day of _____, 20_____

_____	_____	_____
(Applicant Firm)	(Signature over printed name)	(Position/Designation)

Republic of the Philippines}
 City/Province of _____ }S.S.
 _____ }

Subscribed and sworn to before me this _____ day of _____, 20_____ in the City /Province of _____ Affiant exhibited to me his Community Tax Certificate No. _____ issued at _____, on _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

ANNEX - B

Technical Data				
For Telecommunications and Information Technology Related Projects: Systems /Schematic Diagram/network configuration Diagram (Shows local network in Aurora Ecozone plus connectivity to total Network outside Aurora Ecozone, attach separate sheet if necessary)				
Detailed List of Products/Services to be provided (with corresponding description and uses highlighting unique or distinguishing features)				
Technology Transferred, if applicable; (Highlight new production technology or state-of-the art machinery/equipment to be used if any) (Attach Process Flow Chart)				
List of Machinery/Telecommunication/Electronic/Computer/ and other Equipment/Devices to be used (Attach machinery layout) :		Total Cost	Origin	Mode of Shipment Air/Sea/Land
List of Antennas to be installed (including Technical specifications)		Total Cost	Origin	Mode of Shipment Air/Sea/Land
Power and Other Utility Requirements:				
Power		Water (cu.m./mo.)	Telephone	
Required Voltage:	Pls. check _____ 69kV, _____ 13.8kV, _____ 460V or _____ 230V		Lines	Broadband
Capacities:	Pls. fill out _____ kW or _____ MW			
Energy:	Pls. fill out _____ kWh or _____ MWh			
Operations:	8 hours or 24 hours? Pls. specify _____			
Any special load (large motors)	Pls. specify _____			
List of Support/Infrastructure Services required within the Zone (Attached separate sheet if necessary):				
Environmental Soundness				
Raw materials the proposed project will consume/Used During Operations (indicate the approximate amount used per month for each material):				
Solid Waste (Description & Estimated Volume/Day)	Liquid Waste (Description & Amount/Day)	Gaseous Emissions (Source (e.g. furnace boilers, etc.		
Brief Description of Waste Disposal System and Planned Treatment process:				